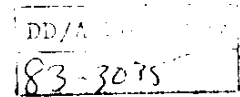


ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Memorandum - AP Management Training				
FROM:	EXTENSION	NO.	STAT	
		DATE	22 August 1983	
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED		
Ex. Off/DDA	24 AUG 1983	25 AUG 1983	DPF	1 - 2, 3 STAT
2.				STAT
3. James H. McDonald ADDA		25 AUG 1983	J	will schedule office of Personnel for training programs in December
4.				STAT
5. Harry E. Fitzwater DDA	31 AUG 1983		J	How about inclusion of front office & staffs
6.				STAT
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DD/A REGISTRY
FILE: 15-1



15 August 1983

MEMORANDUM FOR: Harry E. Fitzwater
Deputy Director for Administration

VIA: Robert A. Ingram, M.D.
Director/Medical Services

FROM:
Alcohol Program Coordinator

STAT

SUBJECT: Alcohol Program Management Training Programs
in the DDA

1. The Alcohol Program will begin Management Training in the DDA with the Office of Communications on 6 September 1983. Training for the Directorate will be completed on 1 December 1983.

2. The complete schedule for the DDA, excluding the Office of Medical Services, is attached. Since most OMS divisions have had practical experience in working with different aspects of the Alcohol Program, the OMS training program will be handled differently.

3. We have received excellent cooperation from the various DDA offices in arranging the training. Your interest in the Alcohol Program and support of the training have been critical in obtaining this cooperation. A report will be provided when the training has been completed.

STAT

Attachment

cc:

STAT

STAT

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